

COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES OF JANUARY 6, 2016
CITY HALL WEST CONFERENCE ROOM
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: DeJager, Dunklee, Hall, Krenz, Lopez, McGlaun, Ziemba

MEMBERS ABSENT: None

STAFF PRESENT: Rebecca Rynbrandt, Director of Community Services
Kimberly Lucar, Community Development Dept.

OTHERS PRESENT:

Call to Order

Chair Ziemba called the meeting to order at 6:08 p.m.

Approval of Agenda

Motion by DeJager, supported by Lopez, to approve the agenda. Motion carried unanimously.

Public Comment on Agenda Items

There was no public.

Approval of Prior Committee Minutes

Motion by Lopez, supported by DeJager, to approve the prior meeting minutes of December 2, 2015. Motion carried unanimously.

Grant Request Updates

Fair Housing Center of West Michigan – Rynbrandt referred to Executive Director Nancy Haynes' e-mail. After receiving the e-mail, Rynbrandt and Hall met with both Nancy Haynes and Elizabeth Stoddard. Hall thought the meeting led to a clearer understanding of the type of reporting desired by the Committee. Rynbrandt said the Committee must decide whether they wish to hire them on a professional services contract basis or continue funding them as a sub-recipient, with specified services and itemized costs. Lopez pointed out that the Committee did not have a problem with the services they perform, only with their reporting process. Rynbrandt noted the Fair Housing Center now has a new software system that will help them generate the type of reporting desired by the Committee. They are open to changing their reporting style. Rynbrandt checked with the City of Holland in this regard and their sub-recipient agreement with the Fair Housing Center is broadly defined. Hall noted the Fair Housing Center does want to work with Wyoming in meeting our needs, and they now have a clearer understanding.

Potter's House – Rynbrandt referred to the e-mail from Ed Tolsma, Director of Development and Foundation, addressing some of the additional information requested at last month's meeting. Rynbrandt noted this activity can be categorized as low/mod clientele, which can be done at all their school locations in Wyoming, as long as the students meet the low/moderate income requirements. The literacy program cost is \$3,000/student.

Home Repair Services – Rynbrandt referred to the e-mail from Executive Director Joel Ruiter addressing some of the questions that were brought up during their presentation last month.

Preliminary Budget 2016-17

Rynbrandt explained the proposed budget spreadsheet and how the funding for projects are tied to particular grant years - 2014-15 / 2015-16 / 2016-17. She noted, for 2015-16, Program Administration Costs are estimated to run higher than the maximum allowed cap, due to extra administrative costs with the development of the Regional Consolidated Plan. The overage will most likely have to be made up with City of Wyoming General Fund dollars via the Planning budget. She projected that \$5,349.00 in 2014-15 Demolition funds will not be spent, so these will be shifted to Rehabilitation Administration in the 2016-17 budget. She also estimated that \$14,770.00 in 2015-16 funds would be unspent and recommended they be shifted to the Rehab Loan Program in the 2016-17 budget. She recommended budgeting \$50,000.00 for Potter's House since youth programs are listed as a high priority in the Regional Consolidated Plan. She also recommended the Fair Housing Center receive \$12,000.00 in funding. The Fair Housing Center allocation is limited due to the HUD restriction of 20% for administration expenses; Fair Housing services are funded out of our administration budget. The Committee will have to decide the projects that would receive a decrease/increase in funding if the 2016-17 final grant award is higher or lower than estimated.

The Committee members proceeded to discuss budgeting options. DeJager suggested increasing the funding for the Salvation Army to \$30,000.00 and decreasing the funding for Potter's House to \$40,000.00, since homelessness is a high HUD priority and the Salvation Army works to prevent homelessness. Lopez suggested the funding be split \$35,000.00/\$35,000.00 between these two organizations. The Committee agreed to recommend that the Salvation Army be funded \$30,000.00 and Potter's House be funded \$40,000.00.

The Committee agreed that any increase to the estimated grant award be applied to the Rehab Loan Program. The Committee also agreed that any decrease to the estimated grant award be applied to Potter's House, and if any further decrease is necessary, that it be equally applied to Home Repair Services and The Salvation Army. The Committee also agreed that The Fair Housing Center remain in a sub-recipient capacity, and recommended staff work with them to establish a better reporting matrix with their new software.

Rynbrandt noted the public hearing and recommendation to City Council on CDBG project funding for 2016/17 will be held at their next meeting on February 3, 2016.

Regional Consolidated Plan Public Review & Approval Process/Timeline Update

Rynbrandt noted the public comment period is currently underway for the Regional Consolidated Plan and will continue through January 14th. The City Council public hearing is scheduled for January 18th, at which time the City Council will decide whether to approve the plan.

Committee Member Concerns and Suggestions

There were no concerns and/or suggestions.

Public Comment in General

There was no public.

Adjournment

Motion by Hall, supported by Lopez, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 7:25 p.m.

The Committee will meet again on **February 3, 2016 at 6:30 p.m.**

Kimberly S. Lucar
Planning & Community Development Dept.